



JOB OPPORTUNITY

CALIFORNIA DEPARTMENT OF INSURANCE

STAFF SERVICES MANAGER I

\$5,079 - \$6,127

**LICENSING BACKGROUND BUREAU
SACRAMENTO**

RESPONSIBILITIES:

Under the general direction of the Chief, Licensing Services Division, the Staff Services Manager I (SSM I) oversees the Licensing Background Bureau's operations. Specific tasks include, but are not limited to:

- Planning, organizing, and directing the work of professional and clerical staff who are responsible for conducting background reviews on current licensees and license applicants with criminal records;
- Developing goals, setting standards, determining priorities, reviewing work plans, determining schedules and assigning work to staff;
- Reviewing monthly timekeeping and absence requests, ensuring equitable and timely employee appraisals, administering staff disciplinary procedures; identifying staff training needs, mentoring staff as needed, and ensuring equal employment opportunity and enforcement of labor contracts;
- Performing the more complex and sensitive investigative analytical duties of the background reviews on current licensees and license applicants;
- Monitoring case tracking submitted by the Bureau to the Legal Branch for resolution;
- Representing the Bureau on various intra-departmental taskforces and special projects;
- Acting as Division Chief in the absence of the Division Chief.

DESIRABLE QUALIFICATIONS:

Ability to effectively supervise and motivate staff; work independently, be open-minded and flexible to other ideas and solutions; demonstrate tactfulness; work cooperatively with others; establish and maintain confidence and trust with all levels of staff; establish and maintain a positive team-focused working environment.

WHO MAY APPLY:

Applications will be accepted from current State employees at the Staff Services Manager I level, those within transfer range, or individuals who have list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly***

11/09/12 TB

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.



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indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.

APPLICATION PROCEDURE:

Send a completed standard State of California application to Tina Brown, Department of Insurance Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814.

Please indicate “SSM I, #413-146-4800-001” on the State application. For additional information, please call (916) 492-3351 or e-mail brownt@insurance.ca.gov.

FINAL FILING DATE: November 19, 2012 - Close of Business (5:00 pm)

NOTE: Interested individuals must submit applications by the final filing date in order to be considered for this position.

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